

State of Washington  
Homeland Security Grant Process  
Updated February 2004

Step 1: Federal grant guidance and application process released to applicants.

Step 2: State applies for federal grant through State Administering Agent.

Step 3: State receives award document with performance periods and any special conditions (usually within 15 to 45 days of application submission). Note: For FFY04 grant, the award required ODP approval of the state strategy.

State has 60 days (previously 45 days) from award date to obligate all funds.

EMD staff works with intra-state regional coordinators, the Committee on Homeland Security (CHS), the Emergency Management Council (EMC) and the Domestic Security Executive Group (DSEG) to determine funding allocation recommendations for state agencies and local jurisdictions (sub-grantees). This requires EMD staff to present funding allocation options to each advisory body and recommendations are then vetted through the regional coordinators, CHS, EMC and DSEG, in that order, to the Governor for final authorization and approval. Once funding allocation methodology has been finalized, contracts are developed (usually generic, with limited scope of work and basic allocation amounts) and sent to grantees for signatures.

Step 4: All contracts are returned to EMD and signed by EMD Director to be considered "fully executed" and for funds to be considered "obligated" within obligation timeframe.

Step 5: EMD staff works with sub-grantees to develop detailed budgets and statements of work. Often this requires regional homeland security coordinators to meet with partnering jurisdictional representatives to determine allocation methods to each local jurisdiction and the activities that will be performed under the grant. Most regional councils meet monthly, so this process may take a few meetings to sub-allocate the funds within the regions.

Step 6: Detailed budgets are submitted to EMD. Any activities not clearly defined in the grant are sent to ODP for review and approval.

Step 7: After detailed budgets have been reviewed by EMD staff or ODP and approved, amendments are generated to incorporate detailed budgets and detailed statements of work into the contracts. At this time, sub-grantees can begin spending against their plans and contracts.

- Step 8: Regions must then sub-contract with individual counties or other sub-sub-grantees. (Entities are not authorized to expend funds until detailed budgets have been approved and incorporated into fully executed contracts – liability and audit purposes.)
- Step 9: For any equipment purchases, each region must determine the equipment fund allocation for each county and each county must submit detailed equipment budgets (including specific equipment items, cost, applicable taxes, and emergency responder disciplines that the equipment will be allocated to) to its respective regional council. Regions will send equipment budgets, in an ODP required format, to EMD staff for initial review.
- Step 10: EMD staff will review and submit to ODP for approval.
- Step 11: ODP approves/denies/requires changes to local jurisdiction equipment budgets.
- Step 12: Once equipment budgets are approved by ODP, EMD enters into “Distribution Agreements” with counties that request EMD to purchase equipment on behalf of the county and/or other jurisdictions within the county. This contract specifies the exact equipment to be purchased and releases liability upon receipt of equipment. If jurisdictions (e.g., cities, counties) wish to purchase equipment independently, ODP must still approve detailed equipment lists, and EMD will enter into an amendment to incorporate the detailed equipment list.
- Step 13: EMD monitors grant expenditures and activities, assists local jurisdictions with grant questions/requests, and processes any budget amendments that may be requested by sub-grantees.
- Step 14: On a quarterly or bi-annual basis, EMD must report detailed expenditure status of funds including activities performed and activities planned. At any time after Step 7, sub-grantees request reimbursement for the expenditure of funds to date based upon above approved commitments.

#### Additional Narrative:

For the FFY04 round of funding, the grant was applied for on November 25<sup>th</sup>. We presented a basic overview of the FFY04 grant at the Committee on Homeland Security (CHS, formerly the COT,) meeting on December 3. On November 22, a letter from the Governor’s Chief of Staff was sent to all state agency directors

requesting homeland security project proposals. On December 15, the Director of the Military Department, General Lowenberg, received over 60 state agency project proposals. EMD staff reviewed project proposals and on January 7, presented to the CHS a list of state agencies whose proposals were most closely aligned with the strategic priorities in the state homeland security strategy and funding recommendations for each. EMD also recommended an allocation strategy for the local jurisdiction funds. The CHS recommended concurrence with the allocation process to the EMC at the February 5 EMC plenary session. The EMC's recommendation for approval was forwarded to the DSEG for final review and recommendation to the Governor. The DSEG acted favorably on the local jurisdiction pass-through and took under continued advisement the formula and allocation for the state portion of the grants at its meeting on February 16<sup>th</sup>. Upon final recommendation to and subsequent approval and authorization by the Governor, EMD will create contracts, consistent with the Governor's action, for each of the sub-grantees and attempt to get every signed contract back before the 60 day obligation period (anticipated around March 31st.) In addition, we are required to submit to ODP a detailed "Initial Strategy Implementation Plan" which outlines each anticipated expenditure, each activity, and how each will complement the state homeland security strategy – to be submitted within 60 days of the grant award date. This will require extensive coordination between EMD, ODP and the sub-grantees (and sub-sub-grantees.) *Even though we are obligating the funds and writing the spending plan within the same 60 day period, the obligation contracts cannot be executed until the spending plans are approved by ODP.*

The Washington State Patrol in concert with the Washington Association of Sheriffs and Police Chiefs is coordinating the Law Enforcement Terrorism Prevention Program (LETPP) portion of this grant and will follow a similar process. The Washington Commission for National and Community Service is leading the efforts for the Citizens' Corps portion.